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Surplus Property Disposal Guide

**Surplus Property Division
The Department of Administrative Services**

Revised December 2005

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Section I. Introduction

The Official Code of Georgia Annotated 40-1902 delegates authority to the Georgia Department of Administrative Services (DOAS) to establish and operate a state agency for the purpose of distributing surplus property. The Surplus and Supply Section is that agency and is a part of the Support Services Division within DOAS.

A. Definition of Surplus Personal Property

Surplus personal property is any item that is non-consumable and non-expendable that is no longer needed by the owning agency. The primary source of surplus personal property comes from state agencies. The definition of personal property does not include real property or real estate (buildings, land, etc.)

B. How Personal Property is Declared Surplus

The declaration of surplus personal property must be made by the owning agency's Surplus Property Coordinator on a Property Transfer and Invoice Form (see Appendix A). The Surplus and Supply Section can not dispose of state surplus personal property until the owning agency has declared it surplus.

C. Responsibilities Associated with Surplus Personal Property

(1) **Responsibility of the State Surplus and Supply Section** – The State Surplus and Supply Section is responsible for the oversight and disposal of all state and federal surplus personal property. The Surplus and Supply Section disposes of property by redistribution to state agencies, local governments and eligible non-profit organizations. To accomplish this, the State Surplus and Supply Section maintain three Surplus Property Distribution Centers. These centers serve as centralized inspection sites for state agencies and other eligibles. The three Surplus Property Distribution Centers are at the following locations:

Americus
810 South Georgia Tech Pkwy
Americus, Georgia 31709
Phone: 229-931-2407
Fax: 229-931-2408

Atlanta
1050 Murphy Ave., SW, Bldg. 12
Atlanta, Georgia 30310
Phone: 404-756-4801
Fax: 404-756-4845

Swainsboro
713 Kite Rd.
Swainsboro, Georgia 30401
Phone: 478-289-2623
Fax: 478-289-2627

Website for all three Centers: www.doas.state.ga.us

(2) **Responsibility of Agencies** - The head of each agency is responsible for designating, in writing, a Surplus Property Coordinator for the agency. An alternate may also be designated, if necessary. The agency's Surplus Property Coordinator will communicate with the Surplus and Supply Section on all matters relevant to the transfer, sale and disposal of surplus personal property. Surplus personal property is released only by the designated agency's Surplus Property Coordinators or designated alternates. The agency is also responsible for providing a list of selectors to Surplus and Supply. Selectors are authorized to visit each of the Surplus Distribution Centers, view the surplus property at the Centers and acquire property on behalf of the agency.

(3) **Responsibility of All State Employees** - Georgia laws pertaining to the disposition of state surplus property can be found in the Official Code of Georgia Annotated, Title 50, Chapter 5, Article 4, Sections 140 - 146. Violations of this code bring serious penalties. Any official, officer or employee of the state who disposes of state property having a value of less than \$200.00 in violation of Code Section 50-5-141 or 50-5-142 shall be guilty of a misdemeanor. If such property has a value of \$200.00 or more, he/she is guilty of a felony and upon conviction, will be punished by imprisonment for not less than one year, or more than five years.

Section II. Disposal Methods for State Surplus Personal Property

There are several options for disposing of state surplus property. Regardless of the method used for property disposal, prior approval and a transaction number ("T" number, "R" number, "V" number, etc) must be obtained from the State Surplus and Supply Section. When disposing of property using a contract, the bid number is used as the transaction number. The authorized methods for disposal of state surplus personal property are as follows:

A. On-Site Disposal – On-site disposal is the process of disposing of property at the originating location thereby avoiding the transportation of items to one of the distribution centers. This option for disposal includes Direct Transfers, Fax Bids, Sealed Bids, Internet Sales, Public Auctions and Destruction. Telephone bids will no longer be used.

- (1) **Direct Transfers** – used to transfer property directly from one state agency to another. A "T#" is assigned to this transaction.
- (2) **Fax Bids** – may be conducted on all items that have a current fair market value of less than \$10,000. A "FB#" is assigned to this transaction.

- (3) **Sealed Bids** – may be conducted on all items that have a current fair market value of more than \$10,000. A “SB#” is assigned to this transaction.
 - (4) **Internet Sales** – this method is used for property disposal using the World Wide Web. It is generally used for specialized items in order to increase the bidding customer base and expand our marketing opportunities. An “IS#” is assigned to this transaction.
 - (5) **On-site Public Auctions** – used in cases when the quantity and value of property justifies the cost of an on-site sale or the nature of the property is such that it would not be cost effective to transport the property.
 - (6) **Destruction** – used for the destruction of surplus property that has no reutilization or resale value. An Affidavit of Destruction Form (see Appendix B) is used and must be witnessed at the time of destruction. An “AD#” is assigned to this transaction.
- B. Turn-in to Surplus Distribution Centers** – this method of disposal is used to turn-in usable property to one of the three Surplus Distribution Centers. A receiving number (or “R#”) is assigned to this transaction.
- C. Direct Negotiated Sale** – this method is used when a state agency transfers surplus property to eligible governments of county, city and eligible non-profit agencies. An Atlanta Negotiated Sale Number or an “ANS#” is assigned to this transaction.
- D. Trade/wreck** – this method is used by state agencies when trading surplus personal property to a vendor for like items being upgraded, purchased or when an insurance company settles a damaged vehicle claim and retains the vehicle. A vendor number, or “V#”, is assigned to this transaction.

Section III. Direct Transfers

Transferring state property to eligible customers is the preferred method of redistribution for surplus property. Listed below are the procedural guidelines and special circumstances relating to transfers:

- A. The Process** - To initiate the transfer process state agencies must receive authorization from the State Surplus and Supply Section prior to transferring property to eligible donees. The agency’s Surplus Property Coordinator must contact the Surplus and Supply Section at 404-756-4801 for a transaction number. When requesting the transaction number, the agency’s coordinator should have a list of the items being transferred and their quantities. Upon completion of the transaction, the agency’s Surplus Property Coordinator will forward the original copy of the Property Transfer and Invoice Form (see Appendix A) to the Surplus and Supply Section. A signed copy with DOAS approval will be returned to the agency, which will serve as the agency’s deletion authority.
- B. Payments** - Authorities, local governments and non-profits are required to pay for all property received through the surplus property program.

- C. Vehicles** – State Agencies must obtain authorization from the Georgia Department of Administrative Services (DOAS), Office of Fleet Management (OFM) prior to requesting a transfer for surplus vehicles. Contact OFM at 404-656-7010.
- D. Intranet** – Agencies may also advertise surplus items on our DOAS web site. Agencies are encouraged to participate in this exciting, new program as a highly successful method of marketing your surplus items. Contact our Surplus Disposal Team to assist you in this process.

Section IV. Fax Bids

Fax Bids may be conducted on all items that have a current market value of less than \$10,000. If the current market value cannot be determined, contact Surplus and Supply for guidance. The following guidelines will be used to conduct a fax bid:

- A.** Contact the Administrative Section of Surplus and Supply by telephone (404-756-4801) for a transaction number. This is your authorization to conduct a fax bid.
- B.** Complete the Fax Bid Announcement (see Appendix C). Fax the announcement to a minimum of six prospective bidders. Our policy is for at least three of these bidders to be small or minority businesses. A list of prospective bidders can be provided to your agency upon request.
- C.** Invite bidders to view the property.
- D.** Bids received after specified deadline will be rejected.
- E.** Review the received bids. Notify the highest bidder (s) and remind them of the following:
 - (1) Payment must be made payable to the Department of Administrative Services, Surplus and Supply in the form of a cashier's check or money order. (NO PERSONAL CHECKS)
 - (2) Payment must include the sales tax rate applicable to the county in which the sale was conducted unless the bidder has an 11-digit tax-exempt number.
 - (3) The last date for property to be removed.
- F.** After payment has been received, complete a Bill of Sale (see Appendix D) and give the successful bidder a copy. Retain a copy of the Bill of Sale for your files.
- G.** Forward the following documents to Surplus and Supply:
 - (1) Fax Bid Announcements
 - (2) A copy of the Bill of Sale

- (3) Property Transfer and Invoice Form
- (4) Cashier's check or money order for the full amount.

H. Once the Transfer and Invoice Form is signed by a Surplus representative and returned to your agency all sold items can be deleted from your inventory using the transaction number. Property that was not sold may be disposed of by contacting Surplus and Supply.

Section V. Sealed Bids

Sealed bids may be conducted on all items that have a current market value of more than \$10,000. If the current market value cannot be determined, contact Surplus and Supply for guidance. Use the following steps to conduct a sealed bid:

- A.** The selling agency must contact the administrative section of Surplus and Supply by telephone (404-756-4801) for a transaction number. This number is your authorization to conduct a sealed bid. If needed, the Surplus and Supply Section will forward a prospective bidder list and a bid package with examples of all required forms.
- B.** The selling agency will accomplish the following:
 - 1. A minimum of ten prospective bidders should be notified. Our policy is that a minimum of five of these bidders be small or minority businesses. Inform all prospective bidders of the terms and conditions of this sale and explain the process to them. Advise all prospective bidders that their bids may be rejected if the bid amounts are considered too low. You may want to advertise a minimum bid, although this traditionally has resulted in lower bid potential.
 - 2. Deposits may be required in the bid package.
 - (a) Bid Deposits are usually required for specialized items or if the current fair market value is high. A bid deposit can be used as part of the successful bidder's payout.
 - (b) Performance Deposits are usually required if the sealed bid is an ongoing contract that will last for a set period of time. This deposit is used to ensure the successful bidder's compliance with the terms of the bid throughout the duration of the performance period. A Performance Deposit can not be used as part of the successful bidder's payout.
 - 3. A legal notification (advertisement) should be placed in the local newspaper no later than one week prior to bid opening. Retain a copy of the advertisement for your records.
 - 4. Record bids received on Sealed Bid Receiving Log (see Appendix E). Date stamp and initial each bid when received. The envelope should be sealed (taped) after it is received.
 - 5. All bids will be secured until opening day. Bids will not be opened until opening day.

6. The date and time bids are opened should be recorded on each bid package.
7. Returned bids should be recorded on the Sealed Bid Receiving Log (see Appendix E). This will ensure that all bids received are accounted for at bid opening.
8. Record bids on the Sealed Bid Opening Day Log (see Appendix F). Bids are to be rejected if one of the following applies:
 - (a) Bids arrive after specified deadline.
 - (b) Deposit is not specified percentage of total bid per instructions in the bid package.
 - (c) Deposit is not in the form of a cashier's check or money order.

C. At the completion of the sealed bid, use the following guidelines:

- (1) Notify the successful bidder by letter using certified mail. As a minimum, your letter should include the following: the Sealed Bid Number, the opening date of the Bid, the description of the item, the total dollar amount owed and payment information. Payment must be in the form of certified check, cashier's check or money order made payable to DOAS Surplus and Supply. (NO PERSONAL CHECKS)
- (2) Upon final payment, complete a Bill of Sale and forward to the successful bidder. Retain a copy of the Bill of Sale for your files.
- (3) Forward the following items to the Surplus and Supply Section for processing:
 - (a) Cashier's check or money order for the full amount.
 - (b) Copy of advertisement published in newspaper.
 - (c) Copy of Opening Day Log.
 - (d) Copy of Sealed Bid Log.
 - (e) Copy of the successful bidder letter.
 - (f) Copy of the Bill of Sale.
 - (g) Copy of the Property Transfer and Invoice Form (completed and signed by both parties).

Section VI. Public Auctions

Public auctions are normally held at the three distribution centers, however in special cases, an agency may request that an on-site public auction be conducted rather than transporting the

auction items to the distribution centers. Authorization for on-site public auctions may be justified in cases when the quantity and value of property justifies the cost of an on-site sale or the nature of the property is such that it would not be cost effective to transport.

If an on-site auction is approved the agency's auction location must have adequate facilities including restrooms, parking area and personnel to assist in conducting the sale. The Surplus and Supply Section must approve on-site auctions.

Section VII. Destruction of Valueless Surplus Property

Surplus Personal Property may be destroyed if it is deemed to have no value (valueless) or if it has no reutilization value. This is the last resort for property disposal and should be used only after all other disposal methods have been considered. A second party must witness authorized destruction of property. The destruction procedures are as follows:

- A. Contact the Surplus and Supply Administrative Section (404-756-4801) for a transaction number.
- B. Complete a Destruction Affidavit (Appendix B).
- C. Complete a Property Transfer and Invoice Form (Appendix A).
- D. Destroy the property utilizing an appropriate method of destruction rendering it totally unserviceable.
- E. Forward a copy of the completed Destruction Affidavit and Property Transfer and Invoice Form to the Surplus and Supply Section.

Section VIII. Turn-in Procedures at Distribution Centers

- A. All surplus property must be listed on the Property Transfer and Invoice Form. When requesting a turn-in date you must fax or mail a copy of the Property Transfer and Invoice Form to the specific Surplus and Supply Distribution Center where the property will be delivered. Our Utilization Officer will contact you to determine the best disposal method. Fax numbers for the three distribution centers are as follows:

Americus	229-931-2408
Atlanta	404-756-4845
Swainsboro	478-289-2627

- B. It is the responsibility of the releasing agency to transport their surplus personal property to the distribution centers. The Surplus and Supply staff will assist in unloading. A completed Property Transfer and Invoice Form must accompany the surplus items when delivered to distribution centers. Each item will be checked against the form to ensure accuracy. A copy of the Property Transfer and Invoice Form will be given to the driver as a receipt. Upon completion of the disposal process, this document will serve as your deletion authority for the items listed on the form.

- C. Vehicles** - When turning in vehicles, it is the responsibility of the releasing agency to remove all decals, lettering and license plates. All efforts should be taken to ensure the vehicle surface is not defaced during this removal process. Original acquisition cost must be included in the description section of the Property Transfer and Invoice Form. Certificate of Title for vehicle models 1986 or newer must accompany each vehicle, including salvage titles, before it can be received by the distribution centers. Odometer statements are required for vehicles less than ten years old. Ignition and trunk keys must accompany the vehicle regardless of vehicle condition. Missing keys will be made at the releasing agency's expense. Vehicles accompanied by incomplete paperwork will not be accepted. All personal and agency property should be removed from vehicles prior to turn-in.

Any State Agency that has a vehicle involved in an accident and is declared salvage by the insurance carrier must complete a Property Transfer and Invoice Form. Forward the completed form to Surplus and Supply for a transaction number. Upon completion of the surplus turn-in process, this document will serve as your deletion authority for that vehicle.

- D. Computer Equipment** – All central processing units (CPU), monitors and computer peripherals must be identified on the Property Transfer and Invoice Form. All software, except operating systems, must be erased prior to turn-in to Surplus and Supply. All software not in its original package and sealed will be disposed of by using on-site disposal methods.
- E. Firearms** – Surplus and Supply will only assist state agencies with the transfer of firearms between state and county law enforcement agencies. Firearms may also be traded for a discounted purchase of new firearms. State Purchasing must first approve this type of purchase. If firearms cannot be disposed of through either of these methods (transfer or trade), on-site disposal methods may be requested from Surplus and Supply.

Section IX. Receiving Surplus Property from Distribution Centers

- A.** All surplus items located at the three distribution centers are available for inspection and transfer to agencies during normal business hours, 8:00 am to 4:30 pm daily, weekends and state holidays excluded. Representatives of agencies are urged to visit on a regular basis and inspect equipment for transfer. Only authorized representatives may sign for surplus items selected. Other agency personnel must receive a temporary permit issued to them by an authorized official listed on the agency's selector list. In addition, the Surplus and Supply Section lists select items on the Surplus web site: www.doas.state.ga.us.
- B.** State agencies may receive state surplus property at no cost, except for items marked funded and all surplus federal property. Authorities, local governments, and non-profit eligibles must pay for all property received through the surplus property redistribution program. Transporting of selected items is the responsibility of the receiving agency. Items selected will be returned to stock if not picked up within five workdays.

C. Certain restrictions apply to state and federal items received from the surplus distribution centers. The time restrictions listed below begin on the date the item is placed into use by the gaining agency. These restrictions are listed below:

- (1) All state items purchased from the surplus distribution centers are under a one-year restriction. During this period items cannot be sold, leased, traded or bonded without prior approval from Surplus and Supply.
- (2) All federal items purchased from the surplus distribution centers are under a one-year restriction. All vehicles and items with an original acquisition cost of \$5,000.00 or greater have an 18-month restriction. During this period items cannot be sold, leased, traded or bonded without prior approval from Surplus and Supply. These items are also subject to periodic utilization audits.
- (3) Aircraft has a five-year restriction period. During this period items cannot be sold, leased, traded or bonded without prior approval from Surplus and Supply. These items are subject to utilization audits each year of the restriction. After the restriction period, Surplus and Supply will release the aircraft to the receiving agency by formal documentation.
- (4) Some surplus items have a perpetual restriction, such as police helmets, bulletproof vests and task force shields. These items can **never** be sold, leased, traded, or bonded. The receiving agency must return items with a perpetual restriction to Surplus and Supply once they are declared no longer usable by the agency.
- (5) Authorization from OFM is required prior to acquiring vehicles from Surplus and Supply. You may contact OFM at 404-656-7010. Once authorization is obtained from OFM, Surplus and Supply will ensure surplus vehicles are distributed fairly and appropriately.

Section X. Want List

Surplus and Supply maintains a “Want List” for vehicles, heavy equipment and special use items. The Want List provides a means for locating and holding specific types of vehicles and other items which are not normally found in the three surplus distribution centers. To establish your specific request, complete the Surplus Want Request Form (see Appendix G) and forward this form to Surplus and Supply using the address and fax number listed on the form.

Section XI. Hazardous Materials and Used Tires

- A. Hazardous materials are defined as any property regulated by the state and federal Environmental Protection Agencies. The Surplus and Supply Section is not authorized to handle or dispose of any regulated hazardous materials. Hazardous material or property containing such material will not be accepted at the Surplus Distribution Centers for disposal. State agencies that have surplus hazardous materials may contact the State Environmental Protection Division for proper disposal procedures.

- B. Used tires are considered hazardous materials. It is the responsibility of each state agency to dispose of their used tires. Worn out tires may be disposed through private disposal companies or by other methods approved by the State Environmental Protection Division.

Section XII. Completion of the Property Transfer and Invoice Form

The accuracy of the Property Transfer and Invoice Form is extremely important to the timely processing of your surplus personal property. The Property Transfer and Invoice Form is available as an Appendix to this guide (Appendix A), on the DOAS web site (www.doas.state.ga.us) and from Moore Forms (our statewide vendor). Step-by-step instructions for the completion of the Property Transfer and Invoice Form are listed below:

- A. **Transferred From** - Complete name, address and phone number of owning agency.
- B. **Transferred To** - Complete name, address and phone number of receiving agency.
- C. **Quantity** - Quantity of each line item listed.
- D. **Description** - Complete description of the surplus item including make, model, serial number, inventory number, etc.
- E. **Condition** - Present condition of the surplus item using the following criteria:
- (1) **GOOD** - functionally operational.
 - (2) **FAIR** - limited repairs necessary.
 - (3) **POOR** - major repairs necessary.
 - (4) **SCRAP** - item has no value except for basic material content.
- F. **Funding Information** – Property is listed as Funded or Not Funded. The definition of each is listed below. The response in this column determines the final disposition of funds when an item is sold. Select the proper funding classification of each line item and enter that information in one of the following columns:
- (1) **NONE** - Use this term when an item is Not Funded. Not Funded property is generally property that was originally purchased with appropriated funds. It is not property that was purchased with reimbursable funds such as federal funds or fuel tax funds. If your property is not funded, leave the space in the funded column blank or write the word “NONE”.
 - (2) **FUNDED** - use this term when an item is Funded. Funded property is property that was originally purchased with federal funds or restricted funds, such as fuel tax funds. Your agency determines the current dollar value for each item listed as funded. This value is usually an estimate of the depreciated salvage value for that item, not the original acquisition cost. If an item was originally purchased with multi-source funds,

indicate the percentage funded. For example, your agency purchased an item for \$1,000, with \$300 coming from federal funds and \$700 coming from appropriated funds. The item is now 5 years old and has an estimated salvage value of \$250, you would indicate in the FUNDED column the following: \$250 (30%). The \$250 indicates the current value of the item, while the 30% indicates the percent funded with federal or non-appropriated funds. If requested, your agency must provide documentation validating the funding status.

G. Final Disposition – Leave this blank.

H. Approved By - Reserved for the signature of Surplus and Supply Section personnel only.

I. Released By – This space requires the date, signature and title of an individual who is authorized as a Selector by the owning agency releasing the item(s) for surplus. Each agency is responsible for providing a current and up-to-date Selector List to Surplus and Supply. An authorized official from the owning agency may designate a Temporary Selector.

J. Received By – This space has the same requirements as listed above; however, this individual is receiving surplus property instead of releasing surplus property.

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Georgia Department of Administrative Services
Support Services Division
Surplus and Supply
1050 Murphy Avenue SW, Bldg. 12
Atlanta, GA 30310

Property Transfer and Invoice Form

Date: _____ 20 _____

Appendix A

Transferred From:	Transferred To:	DOAS Use: Transaction #
-------------------	-----------------	--------------------------------

Action Requested: ☐ Transfer ☐ Surplus ☐ Destruction ☐ S/B ☐ T/B

LINE	Quantity	DESCRIPTION (Model, Serial #, Inventory #, Etc.)	CONDITION G – Good F- Fair P- Poor	Funding Information	Final Disposition
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

DOAS Representative	Agency Property Coordinator:	Received By:
Signature	Signature	Signature
Title:	Title:	Title:
Date:	Date:	Date:

Transferring agency must prepare this form and fax to appropriate Receiving agency prior to actual transfer.

Property Coordinator's signature certifies that ORIGINAL asset funding is accurate and that all software and data have been removed from all computers prior to their transfer.

"I hereby declare that the item(s) purchased through the Surplus Property Section, DOAS, shall not be resold within one (1) year of such transfer without the written consent of the Surplus Property Section, and the Surplus Property Section shall have the right which shall be exercised at their discretion, to supervise the resale of such property at public outcry to the highest responsible bidder is such property is within one (1) year after such transfer. All proceeds derived from that sale of such transferred item will revert to the State of Georgia through the Surplus Property Section."

Appendix B

AFFIDAVIT OF DESTRUCTION FOR SURPLUS PROPERTY

I, _____ of _____,
(Department / Agency)

do hereby certify that on _____ at _____
(Date) (Location)

that the property listed on the attached Property Transfer and Invoice Form was rendered totally
unserviceable by destruction.

Signed this _____ day of _____ 20 _____, in _____, GA
(Day) (Month) (Year) (County)

NAME: _____

TITLE: _____

Sworn to and subscribed to before me this _____ day of _____, 20 _____
(Day) (Month) (Year)

in _____, _____, Georgia.
(City) (County)

(Signature of Witness)

Transaction #

Appendix C

FAX BID ANNOUNCEMENT

For: _____

Date: _____

FB# _____

Sold By: _____ Agency Name: _____

Location of Items: _____ Address: _____

Inspection: _____ Date: _____

Time: _____

Contact Person: _____ Name: _____ Phone # _____

Bid Submission: All bids must be returned no later than _____ p.m., _____ 20 _____

To address: _____

Fax to: _____

Payment and Pickup: The successful bidder needs to remove property by _____ p.m.,
_____, 20 ____ .

Terms and Conditions:

1. The State of Georgia reserves the right to reject any bid.
2. Each lot is sold on an **"AS IS- WHERE IS"** basis.
3. Customers with a tax-exempt number must provide this number prior to payout, or taxes will be charged on **all** purchases.
4. Payment must be made per the terms of the bid:

Cashier's Check or Money Order (Made payable to DOAS Surplus & Supply), Visa or MasterCard

5. Risk of loss for all property shall transfer to the buyer upon acceptance of bid.

BUYER'S AGREEMENT

I understand that ownership rights to any property not removed by designated pick-up day per the terms & conditions of the bid will revert to the State of Georgia, and that the property will be considered as abandoned. I also understand that the State of Georgia will not refund any portion of my payment if the property is declared abandoned.

Page 2
Fax Bid # _____

I hereby also agree that if any extension is granted by the State of Georgia as to extend the removal date for property that I will be assessed a storage fee of \$20.00 per day per lot. I also understand that prior to removing any property all applicable fees must be paid using one of the approved methods of payment listed above.

Georgia Department of Administrative Services requests that you do not put any electronic equipment (i.e. computers and monitors) in the landfills. We request that you find a reputable computer recycler because these items contain mercury and lead.

Items Description:

LOT NUMBER	QTY	DESCRIPTION OF ITEM	BID AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
		Total	\$

By signing and returning this bid sheet, I certify that I understand all Terms and Conditions listed above. I further understand that payment must be paid in full, including taxes before the removal of any items of which I am the successful bidder. I also understand items are being sold to the highest bidder.

Print - Name or Company's Name

Signature

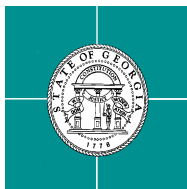
Date

Tax Exempt Number

Phone Number

Fax Number

Appendix D



DEPARTMENT OF ADMINISTRATIVE SERVICES

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BILL OF SALE

Sold AS IS, WHERE IS

The undersigned department of the State of Georgia hereby certifies that the item(s) described herein, the property of the State of Georgia has been sold and transferred this

_____ of _____ of _____
(Day) (Month) (Year)

To: _____
(Purchaser's Name)

Address _____

Description of Property

Transaction Number _____ **County of Sale** _____

Amount of Sale _____

Taxes _____ **Tax -exempt number** _____

Note: if no taxes are collected, a tax-exempt number must be provided.

Total _____

DISPOSING AGENCY: _____

PERSON CONDUCTING SALE: _____

Appendix E

SEALED BID LOG			
S/B #	COMPANY/INDIVIDUAL'S NAME	ADDRESS	DATE RECEIVED
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Appendix F

OPENING DAY LOG			
S/B # _____		SELLING AGENCY: _____	
DATE: _____		GENERAL DESCRIPTION OF ITEMS SOLD: See Attachment	
<i>BIDDER NAME:</i>	<i>BIDDER NAME:</i>	<i>BIDDER NAME:</i>	<i>BIDDER NAME:</i>
<i>MBE*:</i> _____	<i>MBE*:</i> _____	<i>MBE*:</i> _____	<i>MBE*:</i> _____
LOT#	LOT#	LOT#	LOT#
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<i>BIDDER NAME:</i>	<i>BIDDER NAME:</i>	<i>BIDDER NAME:</i>	<i>BIDDER NAME:</i>
<i>MBE*:</i> _____	<i>MBE*:</i> _____	<i>MBE*:</i> _____	<i>MBE*:</i> _____
LOT#	LOT#	LOT#	LOT#
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

*Minority Business Enterprise—Enter Yes or No as applicable on the line.

Appendix G



Department of Administrative Services
Surplus & Supply
1050 Murphy Ave.
Atlanta, GA 30310
V: 404-756-4801 F: 404-756-4845

Please fax this request to 404-756-4845. Cover sheet not required.

Requesting Agency: **Surplus “Want” Request**

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____ E-mail: _____

<u>ITEM DESCRIPTION</u> <small>(PLEASE BE SPECIFIC)</small>	Quantity	Date Needed

Surplus Use:

Date Received: _____

Date Item Located: _____

Agency Notified: _____

Remove from List: _____

Appendix H

SURPLUS & SUPPLY KEY TELEPHONE NUMBERS

Program Administrator	Steve Ekin	sekin@doas.ga.gov	404-756-4801
Operations Manager	Phyllis Clayton	pclayton@doas.ga.gov	404-756-4801
Atlanta Center Manager	Gwen Hall	ghall@doas.ga.gov	404-756-4801
Americus Center Manager	Gary Parker	gparker@doas.ga.gov	229-931-2407
Swainsboro Center Manager	June Jones	jcjones@doas.ga.gov	478-289-2623
Disposal Officer	George Tennie	gtennie@doas.ga.gov	404-756-4801
Disposal Officer	Alvin Mitchell	almitche@doas.ga.gov	404-756-4801

Appendix I

GLOSSARY

Authorities - a public corporation formed to undertake a state responsibility that operates in a competitive financial and business environment and should be run like a business corporation. Most authorities generate revenue.

Confidential Bids - A disposal method used in which state surplus personal property is sold to the highest bidder utilizing the sealed bid or telephone bid disposal method.

Deletion Authority - Transaction number assigned to an item which authorizes the removal of state surplus personal property from an agency's inventory.

Donee - a state agency, local government and their municipalities, and eligible non-profit agencies.

Non-consumable - Items, which by their nature are not expended, absorbed or wasted. For example: paper products, office supplies etc. are all considered consumable items. Computers, desks, filing cabinets, etc are examples of non-consumable items.

Non-expendable - Items, which by their nature are not consumable, absorbed or wasted. Examples include: furniture, office equipment, vehicles, etc.

Operating Systems - Computer programs that are loaded internally on the hard drive, which allows the computer to operate other programs such as Microsoft Word, Excel, and PowerPoint. Common operating systems are: Disk Operating Systems (DOS) and Microsoft Windows.

Peripheral - An auxiliary device, such as a printer or plotter, that works in conjunction with a computer.

Property Coordinator - Person designated in writing by the agency head as the primary contact on all matters concerning the acquisition and disposal of state surplus personal property for that agency.

Public Auction - A method used to dispose of state surplus personal property through public outcry.

Valueless Surplus Property - State surplus personal property that has no reutilization or resale value.